



TEXAS SOUTHERN UNIVERSITY
3100 Cleburne Avenue
Houston, TX 77004

COPY

PERFORMANCE APPRAISAL SUMMARY

(For Pay Grades 11 and above)

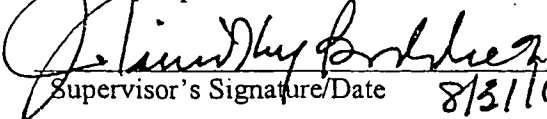
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|-----------------------------|-----------------------|-------------------------|--------------------------|
| Name: | Bobby L. Wilson | Social Security Number: | |
| Job Title: | Provost | Salary Grade: | |
| Department: | Office of the Provost | Appraisal Period - | From: 9/1/06 To: 8/31/07 |
| Time in current assignment: | | | |

Key Performance Objectives Review Plan

1. To improve student performance on exit measures of competency.
2. To improve student performances on professional examinations.
3. To develop a reward system for innovative teaching.
4. To increase on-line course offerings
5. To expand the University's off-campus course offerings
6. To ensure maintenance of quality in instruction
7. To fill the interim and vacant positions with permanent appointments
8. To perform activities that will ensure compliance with accreditation agency guidelines.
9. To increase TSU overall course offerings.
10. To increase amount of annual research funding.
11. To promote interdisciplinary research groups.
12. To increase the enrollment of top 10 percent students.
13. To increase Hispanic enrollment.
14. To increase the number of articulation agreements.
15. To increase the number of community college transfers.
16. To improve student satisfaction ratings.
17. To improve six-year cohort graduate rates.
18. To engage in image building.
19. To increase the number of endowed chairs of excellence and professorships.
20. To develop and implement a comprehensive student leadership program

I have reviewed and discussed the above performance objectives with my supervisor.

 8/31/07
Employee's Signature/Date

 8/31/07
Supervisor's Signature/Date

Attainment of Results (What)

Significantly Below Objectives Below Objectives On Target Above Target

➤ Summarize achievement of results. Include demonstrated knowledge and support of diversity and EO/AA activities. (Please attach another sheet if more space is required.)

1. To improve student performance on exit measures of competency.
 - a. Utilized student course-evaluation surveys in the determination of faculty overall evaluations.
 - b. Utilized university committee and departmental assessment documents for program improvement and/or realignment.
 - c. Provided administrative oversight for the use of accreditation standards and expectations improve exit competencies.
 - d. Many units hired assessment coordinators.

2. **To improve student performances on professional examinations.**
 - a. Provided administrative oversight on assessing passage rates on professional examinations.
 - b. Provided administrative oversight on CPA passage rates of the Jesse H. Jones School of Business (JHJBS) through its efforts to stay competitive and to offer a competitive curriculum proposes to expand its curricula offerings by adding three new accounting courses to its curricular offerings. The two accounting courses are needed to provide practical training in income tax preparation and to assist in improving performance (passage rate) of Texas Southern University accounting graduates on the CPA licensure exam.
 - c. Provided administrative oversight on assisting the Thurgood Marshall School of Law with its bar passage rates by assisting in the purchase of the BAR review courses from BAR/BRI Bar Review. The services that will be provided are expert instruction/instructors, study materials, practice test, and a comprehensive review of all components for the BAR exam for its law students.
 - d. Provided administrative oversight on assisting the College of Education with its Special Education passage rates by assisting the Department of Curriculum and Instruction to offer two new courses in Special Education.
 - e. Provided administrative oversight on assisting the College of Education with its Special Education passage rates by assisting the Department of Curriculum and Instruction in offering two new M.Ed. courses in bilingual education.
3. **To develop a reward system for innovative teaching.**
 - a. Promoted deans' initiatives to identify active research faculty within their units to serve as research mentors to other faculty.
 - b. Provided administrative oversight for implementation of the faculty development research initiatives.
 - c. Provided administrative oversight for the awarding of faculty seed grants.
 - d. Provided administrative oversight for the awarding of faculty development grants.
 - e. Provided administrative oversight for the implementation of University Research Week.
 - f. Provided administrative oversight for the development and implementation of faculty rewards activities.
 - g. Provided administrative oversight for the acquisition of faculty research equipment.
 - h. Provided administrative oversight for faculty assessment.
4. **To increase on-line course offerings.**
 - a. Provided administrative oversight for the overall implementation of the university's technology plan.
 - b. Encouraged the deans to focus on the University of Phoenix and other leading distance educational providers as well as the state's mandates in the area of distance education to provide training for their faculties.
 - c. Provided administrative oversight for the development of plans to purchase and install campus-wide wireless broadband Internet access.
 - d. Provided administrative leadership for continual implementation of the university's distance education plan.
 - e. The distance education plan is on target under the leadership of Dr. Richard Pitre.
5. **To expand the University's off-campus course offerings.**
 - a. Provided administrative oversight for increased course offerings at The University Center at The Woodlands.
 - b. Provided administrative oversight for implementation of partnership agreements with NHC Carver Campus and HCC Pinemont Center.
 - c. Provided administrative oversight for implementation, expansion and the ongoing activities

involved in maintaining the smooth operation and functioning of continuing education and outreach efforts including the distance education with The University Center in the Woodlands.

- d. Provided for the offering of several courses at off-campus sites during the year.
6. **To ensure maintenance of quality in instruction.**
 - a. Provided administrative oversight for funding of the agreement with HAM-TMC Library that provides access for faculty and students to library holdings.
 - b. Provided administrative oversight for the development and submission of an increased number of proposals for external funding of student scholarships and other support.
 - c. Provided administrative oversight for major curriculum revisions and/or new course development in the College of Liberal Arts and Behavioral Sciences, the Jesse H. Jones School of Business, the College of Education, the College of Pharmacy and Health Sciences, the Barbara Jordan-Mickey Leland School of Public Affairs, the Thurgood Marshall School of Law, and the College of Science and Technology.
 - d. Served as dissertation advisor for five graduate students in the Ph.D. degree in Environmental Toxicology program and two graduate students in the MS degree in Environmental Toxicology program.
 - e. Provided instruction for Environmental Science 921, 922, 923, and 925.
 - f. Counseled the academic unit leaderships on matters of how to improve and empower their faculty and staff to improve instructional quality and productivity.
 - g. Provided administrative oversight to address faculty and staff morale.
 - h. Provided administrative oversight for the evaluation of programs and course curricula.
 - i. Provided administrative oversight for the determination and approval of new faculty positions in the various units.
7. **To fill the interim and vacant positions with permanent appointments.**
 - a. Provided administrative oversight for appointments of several department chairs.
 - b. Provided administrative oversight for the determination and approval of new faculty positions in the various units.
 - c. Provided administrative oversight for the posting, recruitment, and appointment of faculty in the various units.
8. **To perform activities that will ensure compliance with accreditation agency guidelines.**
 - a. Provided administrative oversight for maintenance of the accreditation of various academic programs.
 - b. Provided administrative oversight for the enforcement of SACS. Received positive reviews from SACS relative to several program approvals and their functioning.
 - c. Provided administrative oversight for implementation of the OCR recommendations.
 - d. Attended and/or provided coverage at Texas Chief Academic Officers (TCAO) meetings where updated accreditation compliance material is discussed.
 - e. Attended and/or provided coverage at Texas Higher Education Coordinating Board (THECB) meetings where updated accreditation compliance material is discussed and policy formulated and approved.
9. **To increase TSU overall course offerings.**
 - a. Provided administrative oversight for increased course offerings at The University Center at the Woodlands.
 - b. Provided administrative oversight for major curriculum revisions and/or new course development in the various units on campus.
10. **To increase amount of annual research funding.**
 - a. Monitored progress on the continual implementation of the university's research plan.

- b. Provided administrative oversight for in an increase in research funding of 22 percent.
 - c. Provided faculty incentives for research and scholarly activities.
 - d. Provided administrative oversight for implementation of policy on sharing indirect cost.
 - e. Provided administrative oversight for implementation of workload reduction policy.
 - f. Provided administrative oversight for the creation of a Research Institute to pursue and implement contract initiatives, currently working with General Counsel and outside law firm to establish the Research Institute.
- 11. To promote interdisciplinary research groups.**
- a. Provided administrative oversight for University Research Week.
 - b. Provided administrative oversight for the creation research teams across disciplines for grant applications.
- 12. To increase the enrollment of top 10 percent students.**
- a. Provided administrative oversight for the operation of the nationally recognized Louis Stokes Alliance for Minority Participation (LSAMP) program, maintaining over 100 students in the program per year.
 - b. Exercised executive leadership over the execution of the TSU Honors program, maintaining over 150 students in the program per year.
 - c. Provided administrative oversight for the allocation of OCR and other scholarship funds to attract an ethnically diverse, academically gifted, and especially talented student body in general.
 - d. Provided administrative oversight for TSU as the host institution for the Louis Stokes Alliance for Minority Participation 2006 National Conference.
 - e. Provided administrative oversight for recent establishment of the National Science Foundation Historically Black Colleges and Universities Undergraduate Program (HBCU-UP) Science entitled "Technology Enhance Program" (STEP).
- 13. To increase Hispanic enrollment.**
- a. Provided administrative oversight for increased efforts in the recruitment of Hispanics through the Louis Stokes Alliance for Minority Participation (LSAMP) program.
 - b. Provided administrative oversight for increased efforts in the recruitment of Hispanics through the National Science Foundation Historically Black Colleges and Universities Undergraduate Program (HBCU-UP) program.
 - c. Provided administrative oversight for increased efforts in the recruitment of Hispanics throughout the university in general.
- 14. To increase the number of articulation agreements.**
- a. Provided administrative oversight for the development of partnership agreement between Texas Southern University and Law School in Beijing, P. R. of China.
 - b. Provided administrative oversight for the development of a partnership agreement between Texas Southern University and Dallas Community College District.
- 15. To increase the number of community college transfers.**
- a. Provided administrative oversight and coverage at the Gulf Coast Regional Meeting hosted by the Houston Community College.
 - b. Provided administrative oversight for increased efforts in the recruitment of community college students in the Houston area.
 - c. Provided administrative oversight for the development of articulation agreements between Texas Southern University and the various community colleges in the Houston area.
- 16. To improve student satisfaction ratings.**
- a. Monitored unit assessment, evaluation, and planning processes.
- 17. To improve six-year cohort graduate rates.**

- a. Monitored graduation rate and retention plans.
 - b. Monitored plans to enhance advisement systems in the degree-granting departments.
 - c. Provided administrative oversight for the accomplishment of graduate rate benchmarks.
 - d. Monitored use and impact of OCR scholarship funds on retention and graduation rates.
 - e. Monitored plan to reduce the number of hours required for graduation in various programs.
 - f. Monitored Graduate School Policy for length of program.
18. To engage in image building.
- a. Networked with the following partnerships: BioHouston, Houston Technology Center, Small Business Administration, Houston Area Technology Advancement Center, University of Houston Entrepreneurship Center, NASA, TMC, Baylor College of Medicine, Initiatives for Children, Mental Health and Mental Retardation, and the City of Houston.
 - b. Attended the Texas Chief Academic Officers Retreat.
 - c. Attended the NOBCCChE National Conference and the NAFEO Annual Conferences.
 - d. Conducted Fall Opening Faculty meeting and training.
 - e. Conducted Spring Opening Faculty meeting and training.
 - f. Attended the "Achieving the Dream" Strategy Institute.
 - g. Attended the "Achieving the Dream" Board of Trustees Institute
 - h. Cosponsored and presented "College for A Day Event"
 - i. Attended the 2007 Texas Space Grant Consortium
19. To increase the number of endowed chairs of excellence and professorships.
- a. Provided administrative oversight for the establishment and/or implementation of the following:
 - i. Endowed Chair in Counseling (College of Education)
 - ii. Endowed Chair in Curriculum and Instruction (College of Education)
 - iii. Endowed Chair in Pharmacy (College of Pharmacy and Health Sciences)
 - iv. Andrew Jefferson Endowed Chair in Legal Advocacy (Law School)
 - v. George Foreman Endowed Chair (Law School)
 - vi. Endowed Chair in Environmental Toxicology (College of Science and Technology)
 - vii. JPMorgan Chase Endowed Chair (School of Business)
20. To develop and implement a comprehensive student leadership program.
- a. Worked with the associate provost for student services and president of the Student Government Association to initiate a developmental framework to initiate a comprehensive student leadership program.

Demonstration of Leadership Competencies (How)

Needs Development Skilled Accomplished Role Model

➤ Summarize attainment of "How" objectives demonstrated in the course of achieving results.

(Please attach another sheet if more space is required.)

The provost has continued his engagement in strategic planning activities in various areas of administrative procedures and program management. He has developed, implemented, and maintained policies and procedures that have improved operations in academic affairs and student services. He has monitored the process of awarding scholarships in the various units. He is on track with the implementation of the OCR plan. The provost has developed strategies to address the recruitment, retention, and graduation rate issues.

The provost's leadership was evidenced by the results and productivity he was able to obtain from the faculty, staff, and other administrators. He showed leadership and results in budget planning, policy development, and program development. The provost led the faculty and staff by example. He worked as a cohort faculty member in his department and showed leadership in teaching, research, grantsmanship, and scholarship.

Demonstrated Interpersonal Skills/Behaviors

Needs Development Skilled Accomplished Role Model

➤ Summarize employee's demonstrated interpersonal skills, behaviors and attitudes relative to providing customer service. *(Please attach another sheet if more space is required.)*

The provost has assumed the position of a democratic leader. He has exercised administrative restraint and did not practice or try to micro-manage his units. He has practiced a participatory management style and intervened only when it was obvious, necessary, and/or appropriate to salvage an operation or to keep a unit from not accomplishing its goals effectively. As a participatory manager, he utilized the skills of individuals, as temporary assistants, who could best contribute to a project because of their specialized abilities, knowledge, and skills they possessed. As a matter of policy, he maintained a record of a pool of faculty and staffs in Academic Affairs and Student Services who possess unique and particular talents and skills needed to perform critical and essential tasks required of the Provost's Office.

Deans, chairs, faculty, and staff were encouraged and empowered by him to be responsive to the needs of students. They were directed by him to be respectful and mindful of the way in which they interact with our student body and at large with our learning community. At all times and in every effort, he encouraged the academic instructional staff not to mistreat, mis-communicate, and if possible, not to misunderstand our customers. In all cases, he instructed deans and directors, where possible, to try to give the benefit of the doubt to the student. He is a charismatic person, easily approachable, personable, loyal, and hardworking. He exercised good working and interpersonal relations with the faculty, staff, and professional colleagues within our learning community and across the state and nation.

Achievement of Development Objectives

Needs Development Skilled Accomplished Role Model

➤ Summarize the extent to which this individual achieved his/her development objectives that contributed to the "What:How" achievement of results. *(Please attach another sheet if more space is required.)*

1. Implemented "Key Objectives" for maintaining quality academic programs and services.
2. Remained abreast of the various issues facing higher education through attendance at professional meetings, conferences, workshops, and by serving on various committees, boards, and task forces.
3. Provided support to undergraduate and graduate students by securing grant funds from federal agencies.
4. Conducted regular Deans' Council meetings to keep the deans and directors informed of laws, policies, procedures, rules, regulations, relationships, and other activities that may impact academic affairs and student services at the university.
5. Provided administrative oversight in conducting the various convocation and graduation activities.

Exempt Performance Appraisal Rating Scale

(What) Results Employee Attained

ABOVE TARGET (A) = 5 POINTS

Employee exceeded key performance objectives

ON TARGET (O) = 4 POINTS

Employee met key performance objectives

BELOW OBJECTIVES (B) = 0 POINTS

Employee met some but not all objectives. The quality of the work was sometimes poor and needed improvement.

UNSATISFACTORY (N) = 0 POINTS

Employee infrequently met objectives. Seldom produces quality work.

(How) Employee Attained Results

ROLE MODEL (R) = 4 POINTS (Employee receives 4 points for each competency: Leadership, Interpersonal, Development Objectives)

ACCOMPLISHED (A) = 3 POINTS (Employee receives 3 points for each competency: Leadership, Interpersonal, Development Objectives)

SKILLED (S) = 2 POINTS (Employee receives 2 points for each competency: Leadership, Interpersonal, Development Objectives)

NEEDS DEVELOPMENT (N) = 0 POINTS (Employee receives 0 points for each competency: Leadership, Interpersonal, Development Objectives)

Attainment of Results:

Above Target (5 points)

Exempt Performance Appraisal Rating Scale Totals Worksheet

On Target (4 points)

Below Objectives (0 points)

Significantly Below Objectives (0 points)

4 Total Points

Demonstration of Leadership Competencies:

Role Model (4 points)

Accomplished (3 points)

Skilled (2 points)

Needs Development (0 points)

4 Total Points

Demonstrated Interpersonal Skills/Behaviors:

- Role Model (4 points)
- Accomplished (3 points)
- Skilled (2 points)
- Needs Development (0 points)

3 Total Points

Achievement of Development Objectives:

- Role Model (4 points)
- Accomplished (3 points)
- Skilled (2 points)
- Needs Development (0 points)

3 Total Points

Grand Total of Points: 14

Employee Name: Wilson, Bobby

Evaluation Date: 8/31/07